VA BRM (Business Reference Model) 2.10 - Conduct Travel, Relocation and Fleet Management ---Comment-----Conduct Travel, Relocation and Fleet Management includes travel authorization, process transactions, record transactions, manage fleet card account, and perform subsidy program management 2.10. Conduct Travel, **Relocation and Fleet** Management 2.10.1 Manage Temporary 2.10.2 Process Temporary 2.10.3 Conduct Travel and 2.10.4 Perform Fleet 2.10.5 Perform Subsidy **Duty and Local Travel** and Permanent Change of **Fleet Card Management Program Management** Management **Processing Station Processing** 2.10.1.1 Establish Travel 2.10.2.1 Establish Relocation 2.10.3.1 Conduct Travel and 2.10.4.1 Conduct Fleet 2.10.5.1 Conduct Transit **Profile Set-up and Account Set-up and** Fleet Card Account Set-Up **Operations and Subsidy Account Set-Up and** Maintenance Maintenance Maintenance Maintenance and Maintenance 2.10.1.2 Conduct Travel 2.10.3.2 Conduct Travel and 2.10.5.2 Conduct Transit 2.10.4.2 Conduct Fleet 2.10.2.2 Conduct Relocation Fleet Card Issuance and **Reservation Processing and Subsidy Media Issuance and Authorization Processing Reservation Processing Assistance** Support Support 2.10.5.3 Conduct Transit 2.10.1.3 Conduct Temporary 2.10.2.3 Conduct Relocation 2.10.3.3 Conduct Travel and 2.10.4.3 Conduct Fleet **Duty (TDY) and Local Travel Subsidy Monitoring and Advance Processing Fleet Card Reconciliation Vehicle Issuance and Return Authorization Processing** Reporting 2.10.2.4 Conduct Relocation 2.10.4.4 Conduct Fleet User 2.10.1.4 Conduct Travel 2.10.3.4 Conduct Travel and **Voucher Processing and Assistance Request Ticketing Fleet Card Audit Audit Processing** 2.10.4.5 Conduct Fleet 2.10.1.5 Conduct Traveler 2.10.2.5 Conduct Relocation 2.10.3.5 Provide Travel and **Emergency Assistance Usage Monitoring and** Reconciliation **Fleet Card Reporting Request Processing** Reporting 2.10.1.6 Conduct Temporary **Duty (TDY) and Local Travel** 2.10.2.6 Provide Relocation **Voucher Processing and** Reporting Audit 2.10.1.7 Conduct Temporary **Duty (TDY) and Local Travel** Monitoring and Reconciliation 2.10.1.8 Provide Temporary **Duty (TDY)and Local Travel Regulatory Reporting** 2.10.1.9 Provide Temporary **Duty (TDY) and Local Travel Management Reporting and** Analysis 2.10.1.10 Develop Temporary Duty (TDY) and **Local Travel Policy LEGEND Management and Audit VA Capability VA Service Line** (FIBF) (FIBF) **Business Function** (FIBF)